

HCM Archives - 2003

12/16/2003 - Direct Deposit Panel

Currently, the DIRECT_DEPOSIT panel allows an unlimited number of paycheck distributions. However, it has come to our attention these unlimited paycheck distributions may cause the Direct Deposit program (DDP002X) to fail.

Please see attachment communication direct deposit panel comm.doc

12/12/2003 - 2004 OASDI

The Personal Services Projection report has been changed for both current and next fiscal years to reflect the FICA max change for the new calendar year.

Please see attachment document ficamax2004.doc

9/15/2003 - PARKING RATE CHANGE

The Georgia Building Authority (GBA) has requested that GBA parking rates be changed due to the completion of Ozone Season. Parking rates for deduction codes PRBGBA and PRKGBA were changed back to rates in effect prior to the start of Ozone Season. Rates were determined by a file provided by GBA. A report (PYxxx0560, 'Deduction Rate Change') listing all employees who have these deductions has been distributed through Infopac and routed to your payroll office. The report will also list errors for employees whose rates did not change.

8/22/2003 - Mass Transit Rate Change

The Georgia Building Authority (GBA) has requested that mass transit rates be increased effective with the September deduction. Mass transit rates for deduction codes MARTA, MARTAB, MCCTA, MCCTB, MGCTA, and MGCTB were changed according to the pricing schedule provided by GBA. Report (PYxxx0560, 'Deduction Rate Change') listing all employees who have these deductions has been distributed through Document Direct and routed to your payroll office. The report will also list errors for employees whose rates did not change.

Please review the report and correct the mass transit deduction for those employees which did not have their rates changed.

7/1/2003 - New Federal Tax Withholding Tables

The Jobs and Growth Tax Relief Reconciliation Act of 2003 incorporates lower tax rates for employees when calculating their federal income tax. The new tax withholding tables have been updated in HRMS Production and will be effective for payroll checks dated July 1, 2003 and greater.

Additional information is available at www.irs.gov

6/30/2003 - HRMS QUARTERLY REPORTS

The following reports are scheduled to run on Monday night, June 30, 2003:

Unemployment Reports:

TXxxx0002 Quarterly State Employee Wage Listing

TXxxx0004 Multiple Worksite Report

TXxxx0810 Ga Qtrly U/I Wage List

Tax Reports:

TXxxx0100 W-4 Exemptions Report

TXxxx0010 Quarterly Tax Summary

TXxxx0900 Annual Reporting Error Listing

Remember, GTA creates the Unemployment tapes and is responsible for sending them to the Department of Labor and the Risk Management section of DOAS. Unemployment reports should be reconciled to your payroll reports. The amount being reported is gross wages paid, plus non-cash items (such as Vehicle Usage and Imputed Income), less FICA pre-tax deductions considered paid by the employer (such as Flexible Benefits). The reportable amount has been calculated with each check and the total for each pay cycle is shown on the PYxxx0018H Payroll Summary Confirmed report. The TXxxx0002 and TXxxx0810 should be used to prepare the Georgia Department of Labor form DOL-4.

The Quarterly Tax Summary summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes should be used to balance to total taxes withheld for all pay periods in a given quarter.

The W-4 Exemptions Report lists those employees who are exempt from federal tax withholding and who file more than 10 exemptions and should be used to verify that W-4 copies have been forwarded to IRS.

The Annual Reporting Error Listing lists those employees who have potential tax reporting problems and other error conditions and should be corrected if possible by the employing agency or with additional assistance from GTA Financial Systems.

6/20/2003 - HRMS LABOR DISTRIBUTION PROGRAM MODIFICATION

The HRMS Labor Distribution program has been modified to substitute sub class 302 for all earnings codes with state chart of accounts (SCOA) between 640000 and 640999. Currently, the earnings code Board Member Mileage Allowance (BMA) has a SCOA within this range.

We have also modified the program for all Technical Colleges to use sub class 885 for SCOA greater than 599000. Earnings codes Relocation Expense Non-Taxable (RLN), Relocation Expense Taxable (RLT) and Board Member Mileage Allowance (BMA) are currently within this range.

All Phoenix Financial business units must ensure that codes 301, 302 or 885 are loaded in the Sub Classification table with an active status and a valid beginning date prior to the HRMS payment. Otherwise, the labor transaction will be in error when it is interfaced to labor.

This modification is also applicable for Phoenix non-PeopleSoft Financial users and will be included in the Labor Extract File.

04/30/2003 - DIRECT DEPOSIT CHANGE FOR EMPLOYEES WITH WACHOVIA BANK ACCOUNTS

For those agencies that chose to participate in the First Union-Wachovia direct deposit process, on the eve of May 02, 2003 a new effective dated row of May 01, 2003 will be added with new bank transit and accounting numbers. All payrolls confirmed following this date will be processed with the new information. A list of employees that were processed, as well as those who were not, will be provided to each agency. The lists will be e-mailed on Monday, May 5th to the agency personnel who authorized the agency's participation. A few sample situations that could have caused an employee not to process are as follows: Employees who have changed agencies; changed direct deposit to a Non-Wachovia Bank; changed account numbers; terminated employment, or inactivated their direct deposit. All employees who were added to direct deposit with the old format after the February 28th payroll were NOT updated. The agency should be receiving a paper version of the Notice of Change from the bank in the near future.

03/31/2003 - Quarterly Payroll Reports

The following reports are scheduled to run on Monday night, March 31, 2003:

Unemployment Reports:

TXxxx0002 - Quarterly State Employee Wage Listing

TXxxx0004 - Multiple Worksite Report

TXxxx0810 - Ga Qtrly U/I Wage List

Tax Reports:

TXxxx0100 - W-4 Exemptions Report

TXxxx0010 - Quarterly Tax Summary

TXxxx0900 - Annual Reporting Error Listing

Remember, GTA creates the Unemployment tapes and is responsible for sending them to the Department of Labor and the Risk Management section of DOAS.

Unemployment reports should be reconciled to your payroll reports. The amount being reported is gross wages paid, plus non-cash items (such as Vehicle Usage and Imputed Income), less FICA pre-tax deductions considered paid by the employer (such as Flexible Benefits). The reportable amount has been calculated with each check and the total for each pay cycle is shown on the PYxxx0018H Payroll Summary Confirmed report. The TXxxx0002 and TXxxx0810 should be used to prepare the Georgia Department of Labor form DOL-4.

The Quarterly Tax Summary summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes should be used to balance to total taxes withheld for all pay periods in a given quarter.

The W-4 Exemptions Report lists those employees who are exempt from federal tax withholding and who file more than 10 exemptions and should be used to verify that W-4 copies have been forwarded to IRS.

The Annual Reporting Error Listing lists those employees who have potential tax reporting problems and other error conditions and should be corrected if possible by the employing agency or with additional assistance from GTA Financial Systems.

QUESTIONS: Financial Systems Help Desk 404-657-3956 888-896-7771

03/20/2003 - Bank Recon Update

The monthly payroll bank reconciliation report ran last night, March 19, 2003. Agencies using this process should receive their reports today. If your Agency did not receive the payroll bank reconciliation report, please contact the Financial Systems Help Desk.

QUESTIONS: Financial Systems Help Desk 404-657-3956 888-896-7771

03/19/2003 - New Payroll Query

A new query has been created that indicates the last time an active hourly employee was paid. This will assist companies with determining if an active hourly employee that has not been paid within a certain time frame, should actually be terminated instead of remaining in the system.

The 0PY041_Active_Hrly_Last_Check query prompt requires the Company and Pay Period End Date.

03/18/2003 - Bank Recon

The monthly payroll bank reconciliation report has been delayed due to a bank interface problem. The bank reconciliation process is run only after all banks have reported the previous month's cleared checks. One bank is having problems sending this file. We should receive the transmission soon. We hope to have it resolved and run the report by March 21, 2003.

02/11/2003 - HRMS LABOR DISTRIBUTION PROGRAM MODIFICATION

The HRMS Labor Distribution program has been modified to substitute the 301 sub class for all earnings codes with state chart of accounts (SCOA) greater than 599000. Currently, the earnings codes Relocation Expense Non-Taxable (RLN), Relocation Expense Taxable (RLT) and Board Member Mileage Allowance (BMA) have SCOA greater than 599000.

All Phoenix Financial business units must ensure that code 301 is loaded in the Sub Classification table with an active status and a valid beginning date prior to the HRMS payment. Otherwise, the labor transaction will be in error when it is interfaced to labor.

This modification is also applicable for Phoenix non-PeopleSoft Financial users and will be included in the Labor Extract File.

QUESTIONS: Financial Systems Help Desk 404-657-3956 888-896-7771

02/03/2003 - ADMINISTER TRAINING MODULE ENHANCEMENTS

The Course Wait List and Course Auto Enrollment panels are now available in the Administer Training Module. The Course Wait List panel enables Agency Training Coordinators to place employees on a Wait List for a Course or Course Session that has reached its maximum student capacity. The Course Auto Enrollment feature will allow the Agency Training Coordinator to enroll wait listed employees in a Course Session when a course session has space available. The Course Wait List Report is also now available which provides agencies with a list of each employee that have a status of Course Wait or Course Session Wait Listing. Note: The Course Wait and Course Session Wait features are not being utilized for Phoenix (PS) courses at this time.

Listed below are three new queries that have been created for the Administer Training Module:

OTR005_Training_EEO_Summary Provides a list of employees' training summary by ethnic group and gender. Query prompts for Dept ID, From Date, Thru Date, and Course Code. A percent sign (%) may be used as a wild card in any position of the Course Code

OTR006_Course_Session_Status Provides a list of course sessions within a specified timeframe and the status of those sessions. Query prompts for Course Code, From Date and Thru Date. A specific value may be entered for Course Code or a percent sign (%) may be used as a wild card in any position of the Course Code.

OTR007_Crse_Session_Attendance Provides a list of course sessions with the number of registered participants by attendance status (completed, cancelled, dropped, and no show). Query prompts for Course Code, From Date and Thru Date. A specific value may be entered for Course Code or a percent sign (%) may be used as a wild card in any position of the Course Code.

QUESTIONS: Financial Systems Help Desk 404-657-3956 888-896-7771

02/03/2003 - DIRECT DEPOSIT CHANGE FOR EMPLOYEES WITH WACHOVIA BANK ACCOUNTS

The merger of Wachovia Bank and First Union Bank will modify the banking transit routing number and individual checking/saving account numbers for Wachovia account holders. The new account may be simply reformatted and/or an entirely different number. There are approximately 5,500 state employee and retirees that presently have direct deposit to Wachovia Bank.

Based on the number of employees that would have to be manually adjusted, Wachovia and GTA have entered into an agreement to electronically update the new account identifiers based on the following estimated schedule:

March 4, 2003, GTA will send a National Automated Clearing House Association (NACHA) formatted Pre-note file containing all employees/retirees with Wachovia direct deposit accounts based on February 28th payroll data.

Mid-March 2003, Wachovia will send an electronic NACHA formatted "Notice of Change" file containing the old and new account identifiers.

Late March 2003, GTA will update our test database, run a test payroll and send Wachovia another pre-note file containing only the new account identifiers.

Early April 2003, Wachovia will notify GTA of any pre-note accounts that are incorrect.

Mid-April or May 1, 2003, GTA will update the production database with the new account identifiers.

Unless specifically requested, employees who have direct deposit at Wachovia will NOT use the normal pre-note process and receive a paper check. The first payroll confirmed after updating the production database will automatically go to the new account.

All new employees who are added to direct deposit with the old format after the February 28th payroll WILL NOT BE electronically updated. The agency will receive the normal paper version of the Notice of Change from the bank most likely starting in May.

The known risk to this endeavor is if the bank provides GTA with an incorrect account number, the employee's direct deposit will not be successfully credited to the correct account. The agency will then be required to REVERSE the direct deposit and issue a check.

GTA will provide notification of all employees that were processed with the old and new account identifiers. Employees that GTA cannot successfully process (such as a changed direct deposit to a Non-Wachovia Bank on March 16th) will also be reported to the agency.

Provide this information to the person in your agency that has the authority to Authorize GTA to automatically update your employee records.

GTA must receive a response from the agencies no later than February 14, 2003 specifying this authorization in order to be included in the first pre-note transmission. If GTA does not receive agency authorization, the agency will have to input individual changes for each employee.

If you need further information/clarification of this process, please contact the HRMS Agency Support team. QUESTIONS: Financial Systems Help Desk 404-657-3956 888-896-7771

01/31/2003 - EFFECTIVE SEQUENCE ON PENSIONABLE EARNINGS

Effective Sequence will be added to the Pensionable Earnings Panel, as of February 1, 2003.

It is now possible to enter a record in the Pensionable Earnings Panel with the same effective date, as long as the sequence number is higher than the current row. Formerly, it was necessary to choose the next day as the effective date.

The applicable Business Processes (BEN0110, BEN0111, and BEN0112) have been modified to reflect the change.

QUESTIONS: Financial Systems Help Desk 404-657-3956 888-896-7771

01/10/2003 - QUARTERLY & YEAR-END REPORTS

The following reports are scheduled to run Friday night, 01-10-2003:
Unemployment Reports:

TXxxx0002 - Quarterly State Employee Wage Listing

TXxxx0004 - Multiple Worksite Report

TXxxx0810 - Ga Qtrly U/I Wage List

As a reminder, GTA creates the Unemployment tapes and is responsible for sending them to the Department of Labor and the Risk Management section of DOAS. Additional reports running Friday night:

TXxxx0010 - Quarterly Tax Summary

TXxxx0100 -W-4 Exemptions Report

TXxxx0510 - G-1003 State Tax Transmitter Totals (print control version)

TXxxx0510D - Image - G-1003 State Tax Transmitter Totals (Document Direct version)

TXxxx0900 - Annual Reporting Error Listing

TXxxx0910A -W-2 Audit Report

TXxxx0910E - W-2 Record Error Report

TXxxx0914 - Form 6559 Transmitter Report

TXxxx0916 - State W-2 Tax Totals Report

PYxxx0413 - Year To Date Balance Report. This report will be run Saturday 01-11-2003 and will be distributed through Document Direct (Infopac) with a retention period of 5 years. Due to the fact that this report contains one person per page and would produce a large printout, the default number of copies has been set to zero. You can view the report in Document Direct and selectively print individual pages, if necessary. If you would like to receive the printed output, please contact Agency Support.

Unemployment reports should be reconciled to your payroll reports. The amount being reported is gross wages paid, plus non-cash items (such as Vehicle Usage and Imputed Income), less FICA pre-tax deductions considered paid by the employer (such as Flexible Benefits). The reportable amount has been calculated with each check and the total for each pay cycle is shown on the PYxxx0018H Payroll Summary Confirmed report. The Quarterly State Employee Wage Listing and Ga Qtrly U/I Wage List should be used to prepare the Georgia Department of Labor form DOL-4.

The Quarterly Tax Summary summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes which should be used to balance to total taxes withheld for all pay periods in a given quarter.

The W-4 Exemptions Report lists those employees who are exempt from federal tax withholding and who file more than 10 exemptions and should be used to verify that W-4 copies have been forwarded to IRS.

The Annual Reporting Error Listing lists those employees who have potential tax reporting problems and other error conditions and should be corrected if possible by the employing agency or with additional assistance from GTA Financial Systems.

The remaining TX reports (G-1003 State Tax Transmitter Totals, W-2 Audit Report, W-2 Record Error Report, Form 6559 Transmitter Report, and State W-2 Tax Totals Report) should be used to reconcile your year to date payroll totals to your W-2 file. The data and required reports will be communicated to the appropriate entity.

QUESTIONS:

Financial Systems Help Desk
404-657-3956
888-896-7771